Colorado Courts

ACP participants can use the substitute address for interacting with all state and local government agencies, including all state and local courts. The following table provides a brief summary of the ACP provisions that apply to interactions between participants and the courts. For more complete information, the laws governing the ACP are located beginning at §24-30-2101, C.R.S. and are posted on this website under "**ACP Laws**."

ACP Provision	Statutory Reference
Participants are responsible for requesting the use of their substitute address.	§24-30-2108(1), C.R.S
When a participant is required by law to swear or affirm to their address, the participant may use his or her substitute address.	§24-30-2108(6), C.R.S
State and local government agencies (including courts and law enforcement) must accept a participant's substitute address as their residential, work or school address when creating a new public record.	§24-30-2103(12), C.R.S §24-30-2108(2), (3)(a), and (9), C.R.S
Before compelling disclosure of a participant's actual address, a court of competent jurisdiction or administrative tribunal must find, based upon a preponderance of the evidence, that disclosure is required in the interests of justice.	§24-30-2111, C.R.S
State and local government agencies must redact any actual address records created up to 90 days prior to enrollment in the program.	§24-30-2108(11), C.R.S
A participant's actual confidential address includes their residential, work or school address, as well as their county and voting precinct.	§24-30-2103(1), C.R.S
The ACP accepts service of process, including personal service, on behalf of a participant.	§24-30-2104(3)(a), C.R.S
Participation in the ACP does not affect, and is not evidence of, domestic violence, stalking or sexual offenses for the purpose of making orders relating to allocation of parental responsibilities or parenting time.	§24-30-2112, C.R.S
A participant's actual address and phone number are not subject to the Colorado Open Records Act.	§24-30-2108(10), C.R.S
Under certain circumstances, a participant's actual confidential address can be disclosed by the ACP.	§24-30-2109, C.R.S §24-30-2110, C.R.S

INFORMATION REGARDING SERVICE OF PROCESS:

The Address Confidentiality Program Act provides the following language concerning service of process:

> § 24-30-2104(4)(a). Address confidentiality program – creation – substitute address – uses – service by mail – application assistance centers.
>
> (4)(a) Notwithstanding any provision of law to the contrary, a program participant may be served by registered mail or by certified mail, return receipt requested, addressed to the participant at his or her substitute address with any process, notice, or demand required or permitted by law to be served on the program participant. Service is perfected under this subsection (4) at the earliest of:
>
> > (I)   The date the program participant receives the process, notice, or demand; or
> > (II)   Five days after the date shown on the return receipt if signed on behalf of the program participant.
>
> (b) This subsection (4) does not prescribe the only means, or necessarily the required means, of serving a program participant in the state.

Service of Legal Documents by First Class, Registered, or Certified Mail:

Please mark the exterior of any envelopes containing documents to be served by mail with "Service of Process." This will ensure proper record-keeping of service received.

Service of Process in Person:

The ACP is the legal agent for all participants for the receipt of mail and service of process. If personal service is required, please serve the documents to the ACP staff or administrator at this address:

Department of Personnel & Administration
Division of Central Services
1001 East 62nd Ave
Denver, CO 80216

Clearly mark the exterior of the envelope containing the documents "Service of Process" and include the participant's name and address. Please contact the ACP in advance at (303) 866-2208 to ensure that someone will be available to accept the documents.